Appendix No. 1
to Order No. 143
of JSC Almaty Electric Stations
dated May 19, 2023

Regulation
on access control and site security regime of the Head Office of JSC AlES

Holder of the document	Security Department
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Almaty

Content

1. Purpose and scope of application

1.1 These Regulations define the basic requirements to the organization and provision of access control and site security regimes in the Head Office (hereinafter - the Head Office) of Joint Stock Company Almaty Electric Stations (hereinafter - the Company).

1.2 The access control and site security regimes include a set of measures and rules that allow to ensure the fulfilment of requirements that exclude the possibility of uncontrolled entry, exit and stay of persons, entry and exit of motor vehicles, movement of inventory items to and from the protected facilities of the Company, without the presence of the established type of passes and accompanying documents.

1.3 The access control and site security regimes also include a set of measures and rules that allow the Company's employees to comply with the Labour Regulations (P-6.4-UCHR-004) aimed at ensuring and maintaining labour and production discipline.

1.4 These Regulations shall be binding on all employees of the Company, service providers working in the Company on the basis of a contract concluded with the Company for reimbursable services, representatives of contractors and third-party organizations legally operating in the Company, as well as visitors.

2. Terms and abbreviations

Term | abbreviation	Definition
JSC AlES / Company	Joint Stock Company Almaty Electric Stations
HO	Head Office
CMS	corporate management system
RTD	personnel training division HRD
Security	a set of forces and means designed to protect facilities from unlawful encroachments, observance of intra-object and access control regime.
Guard	an employee of a security organisation who performs the task of protecting the facilities entrusted to him or her
Protected objects/sites	buildings, structures, facilities, adjacent territories, vehicles, as well as cargo and inventory items that are the Company's assets and are subject to protection from unlawful encroachments
Service providers	Service providers working for the Company on the basis of a contract concluded with the Company for the reimbursable provision of services.
PD	Production Department
Chairman of the Management Board	Chairman of the Management Board of JSC AlES
Movement of inventory	import, export, as well as bringing in and taking out of inventories to and from the protected territory of the facility
Security post	the place and section of the territory where the guard performs his duties
Guard post Nos. 1, 2	the central entrance to the building from the side of Dostyk St.
Guard post No. 3	entrance to the car park adjacent to the HO building
Guard post No. 4	entrance to the RTD HRD
Representatives of contractors and third-party organisations	representatives of contractors and third-party organisations legally carrying out their activities in the Company
Pass	a magnetic card, 85x53 mm in size, with an identification number and containing information about the owner, used to access control through the

	turnstiles of the HO ACCS
Employees of the Company	regular employees of the Company
SAMC	system of access managemenet control
MM	mass media
SS	structural subdivision of CHPP-3
II	inventory item
SD	security department
ID	identity document
CDD	corporate development department
IS and LPD	industrial safety and labour protection department
HRD	human resources department
Board members	Members of the Management Board of JSC AlES

3. Responsibility

3.1 Responsibility for the development of these Regulation, implementation, correct and timely introduction of changes, for ensuring access and site security regimes in the Company shall be borne by the Head of the Security Department.

3.2 Responsibility for timely familiarisation and compliance of the Company's employees with the requirements of these Regulation shall be borne by the heads of structural subdivisions.

3.3 Responsibility for compliance with the requirements of this Regulation by employees of contracting organisations legally operating in the Company shall be borne by the responsible executors of structural subdivisions under the contracts concluded with the said organisations.

3.4 Responsibility for compliance of representatives of third-party organisations and visitors with the requirements of this Regulation shall be borne by the heads of structural subdivisions, as well as by the Company's employees to whom the said persons arrive.

3.5 Persons violating the access and site security regimes shall be held liable in accordance with the current Labour Regulations (P-6.4-UHR-004) and the Labour Code of the Republic of Kazakhstan.

3.6 Control over fulfilment of the requirements of this Regulation shall be exercised by the Head of SD.

4. Procedure of access control and site security regime implementation

4.1 Access control regime

4.1.1 The access control regime is an order provided by a set of measures and rules excluding the possibility of uncontrolled entry, exit and stay of persons, entry and exit of motor vehicles, movement of inventory to and from the protected facility without having passes of the established form and relevant documents for the transferred inventory items.

4.1.2 Entry, exit and stay of all Company employees, representatives of contractors and third-party organisations, visitors, entry and exit of motor vehicles, transfer of inventory items to and from the protected facilities shall be carried out only with passes of the established form and relevant documents for the transferred inventory items.

4.2 Types of passes

4.2.1 The types of passes authorising the movement of persons and vehicles, as well as the movement of inventory items at the protected facilities of the HO are:

- service ID card (Appendix 1);
- permanent pass (magnetic card);
- one-time pass (magnetic card, badges of the RTD HRMD trainees);
- permanent pass for official vehicles with the right of access to all facilities of JSC AlES (Appendix 2);
- permanent pass for personal vehicles with the right to enter and park in the HO car park (Appendix 3);
- pass (permanent, one-time) for vehicles of contractors and third-party organisations (Appendix 4);
- access control for the movement of inventory (Appendix 5).

4.2.2 All types of passes are valid only:

- for persons in whose name they are issued;
- for motor vehicles, the state numbers of which are indicated in the access control;
- for transported inventory items, the name of which corresponds to the name specified in the access control.

4.2.3 The necessity of issuing passes depending on the type of access control and the category of persons to whom passes are issued is determined by the heads of the concerned structural subdivisions.

4.2.4 Registration and issuance of passes to the HO is carried out by the employees of the Security Department and the personnel of the security organisation in accordance with the established procedure.

4.3 Procedure for issuing passes

4.3.1. Service ID card

4.3.1.1. HRD on the basis of his employment order.

4.3.1.2. The service ID of a HO employee may be used as a access control when visiting the PD.

4.3.1.3 In case of dismissal, the HO employee is obliged to hand in his/her service ID card to the HRD.

4.3.2. Permanent pass

4.3.2.1 Categories of persons to whom a permanent pass is issued:

- Company employees;
- service providers;
- representatives of contracting organisations under existing contracts.

4.3.2.2 For the purpose of industrial necessity for visiting the HO, an additional permanent admission on existing magnetic cards shall be issued to PD employees:

- director;
- deputy director;
- chief engineer;
- deputy chief engineer;
- chief accountant;
- economist;
- courier.

4.3.2.3 A permanent pass is drawn up and issued by the SD to the Company's employees and service providers based on the employment order. In this case, the HRD sends a memo to the SD with information about these persons.

4.3.2.4 Permanent passes for representatives of contractors and third-party organisations shall be

issued and issued on the basis of:

- official letter from the contractor or third-party organisation to the Company's management with an approved list of employees involved in work in the HO, indicating full names and ID card numbers;
- orders of the Managing Director for Production - Chief Engineer or his substitute on admission to the territory of the HO to perform works.

4.3.2.5. A permanent pass shall be issued for the entire period of performance by the Company's employees and service providers of their functional duties in the Company, until the moment of their dismissal.

4.3.2.6 The Company's employee, service provider or representative of contractors and third-party organisations, for whom a permanent pass has been issued, shall surrender the permanent pass to the SD in case of termination of his/her activity in the Company.

4.3.2.7 Information on permanent passes (their issuance and surrender) shall be recorded in the journal maintained by the SD (Appendix 6).

4.1.1 One-time pass

4.3.3.1 A one-time pass is issued for visiting the HO for a period not exceeding one day.

4.3.3.2 The access control is issued and issued only on the basis of identity documents.

4.3.3.3. A one-time pass to the HO shall be issued in accordance with the established procedure and shall be issued by the personnel of the security organisation at guard post No. 1.

4.3.3.4. Categories of persons to whom a one-time pass is issued:

- representatives of contractors and third-party organisations;
- employees of the PD;
- visitors on business, industrial or personal matters.

4.3.3.5 One-time passes for representatives of contractors and third-party organisations are issued and issued on the basis of:

- an official letter from the contractor or third-party organisation to the Company's management with an approved list of employees involved in work in the HO, specifying their full names and ID card numbers;
- a written order from the HO management to the head of the structural subdivision engaging a contractor or third-party organisation to work in the Company;
- a memo from the head of the relevant structural subdivision to the SD.

4.3.3.6 Registration and issuance of one-time passes to PD employees, as well as to visitors on matters of official and personal nature shall be carried out on the basis of verbal authorisation by the chiefs of the concerned structural subdivisions.

4.3.3.7. A person for whom a one-time pass has been issued is obliged to hand it over to the guard at security post No. 1 when leaving the HO.

4.3.3.8. Information on one-time passes (their issuance and surrender) issued to AP employees shall be recorded in the logbook (Appendix 7) maintained by the SD.

4.3.3.9 Information on one-time passes (their issuance and surrender) issued to representatives of contractors and third-party organisations, as well as to visitors on official and personal matters shall be recorded in the logbook (Appendix 8) maintained by the SD.

4.3.4 RTD HRD students

The employees of the PD and representatives of third-party organisations arriving for training in the RTD HRD are allowed to enter the HO building, according to a memo from the head of the RTD to the SD with a list of trainees attached.

Students are travelling to the RPF through the guard post No. 4.

For the period of training, the trainees receive badges (Appendix 9) from the personnel of security post No. 4, which they are obliged to return to this post at the end of the training day.

4.3.5 Admission of vehicles to the HO car park

4.3.5.1 Categories of vehicles that are entitled to enter and park in the HO car park:

- service vehicles;
- personal vehicles;
- vehicles of contractors and third-party organisations.

4.3.5.2 Entry and parking of vehicles at the HO car park is carried out on the basis of a access control (Appendix 2, Appendix 3) issued by the SD.

4.3.5.3 The registration and issuance of passes for official and personal vehicles is carried out in accordance with the list approved by the Head of the Office of the Chairman of the Management Board, as advised by the SD, on the basis of applications received from the heads of structural subdivisions. The application shall specify the full name of the person entering the car park, make of the vehicle, state registration number and mobile phone number of this person.

4.3.5.4 In exceptional cases and cases of industrial necessity, parking of contractors‘ and third-party organisations’ vehicles can be carried out upon verbal agreement with the SD, in this case a access control for the said vehicles shall be issued at post No. 3 by the security personnel upon entry and collected upon exit.

4.3.5.5 In case of natural disasters, fires and other emergencies, special vehicles (fire, police, sanitary and emergency vehicles) are allowed to enter the territory of the HO unhindered.

4.3.5.6 Vehicle passes with the right of admission to all facilities of the Company (Appendix 2) shall be issued at the SD for:

- official and personal vehicles of the Chairman of the Management Board, members of the Management Board;
- service vehicles of the PD Directors;
- duty vehicles of the HO;
- personal vehicles of the SD employees.

4.3.6. Pass for the movement of inventory items

4.3.6.1 The movement of inventory is carried out through guard posts Nos. 1 and 3 of the guarded facility on the basis of passes issued in accordance with the accepted form (Appendix 5), with mandatory filling in of all details.

4.3.6.2 The passes for the movement of inventory shall be filled in legibly, no corrections are allowed.

4.3.6.3 The access control for the movement of inventory item is drawn up and signed by the responsible structural subdivision employee and other interested employees of the HO.

4.3.6.4. In the event of transfer of inventory item from the protected territory of the HO and back, the security guard has the right to:

- check the availability of a access control for the movement of inventory
- verify the name and actual quantity of inventory with the name and quantity specified in the access control;
- to check compliance of the state number and make of the vehicle with those indicated in the access control;
- put the date, time and signature on the access control;
- at the end of the duty shift shall hand over the accumulated passes to the SD.

4.3.6.5. It is not allowed to move inventory item without the relevant documents; in case of such a fact, the security personnel of the duty shift shall draw up a relevant act (Appendix 11), which shall be immediately submitted to the SD for further investigation.

4.3.6.6 The presence of a access control for the movement of inventory in the HO shall be recorded by an employee of the security organisation in the log of registration of passes for the movement of inventory item (import/export) in the HO of JSC AlES (Appendix 13).

4.3.6.7 The passes for the movement of inventory item in the HO and the logbook of passes for the movement of inventory item (import/export) in the HO of JSC AlES are kept in the SD for 3 years.

4.3.6.8 The person responsible for keeping the passes for the movement of inventory item in the HO and the logbook of registration of passes for the movement of inventory item (import/export) in the HO of JSC AlES is appointed as an employee of the SD, whose line of business is the security of facilities.

4.4. Accompanying visitors to the HO

4.4.1 Categories of accompanied persons:

- visitors arriving to see the Chairman of the Board and Board Members;
- visitors arriving on business or personal matters to other employees of the HO.

4.4.2 All visitors must be in possession of identity documents, on the basis of which they are issued a one-time pass.

Persons without identity documents shall not be allowed by the security guards to enter the HO building and the adjacent territory.

4.4.3 When visitors arrive to the Chairman of the Management Board and Members of the Management Board, the security guard shall inform the secretaries of these persons. In case of receiving a verbal order about the possibility of receiving a visitor, the security guard issues him a one-time pass and accompanis him to the reception room of these persons.

4.4.4 Visitors who come to the HO on business or personal matters to the employees, after the verbal order of the head of the concerned structural subdivision, a one-time pass is issued. At the same time, the employees of the structural subdivision concerned shall accompany the visitors to the place of the meeting (interview, etc.) and back.

4.4.5 Meetings of chiefs and employees of interested structural subdivisions with visitors (correspondence transfer, brief negotiations, etc.) can also be held in the foyer of the HO, without allowing visitors to access control through the SAMC turnstile, and a one-time pass is not issued.

4.5 Lost passes

4.5.1 If a access control is lost, the employee of the HO shall submit an explanatory note to the head of the structural subdivision with an indication of the reasons and circumstances that led to the loss of the access control.

The head of the structural subdivision sends a memo on this fact to the head of the SD with a request to issue a new access control to the employee, accompanied by the employee's explanatory note.

Until a new access control is issued, the employee shall receive and use a one-time pass.

4.5.2 In case of loss of a one-time pass, the guard shall clarify the reasons and circumstances of the incident with obligatory recording of this fact in the logbook (Appendix 7, Appendix 8).

4.6 Unusable pass

4.6.1 When a access control becomes unusable, a HO employee sends a memo to the SD to issue a new access control.

4.6.2 The access control, which has become unusable, shall be handed over to the SD, and the employee shall receive and use a one-time pass until a new access control is issued.

4.7 Admission to the HO of employees of state bodies

4.7.1 The following employees are allowed to enter the territory of the HO to solve official issues upon presentation of their official IDs:

- representatives of Akimats of Almaty city and Almaty region;
- representatives of the Prosecutor's Office of Almaty city and Almaty region;
- employees of the Internal Affairs Department of Almaty city and Almaty region;

- employees of the Department of the National Security Committee of Almaty city and Almaty region;
- representatives of other state bodies exercising supervisory and controlling functions.

4.7.2 Upon arrival of employees of the above mentioned state bodies to the territory of the HO, the security guard is obliged to:

- check the presence and compliance of the service ID with the person arriving;
- find out which of the HO employees are being visited;
- register information about the visitor in the logbook (Appendix 8);
- issue a one-time pass to the visitor
- inform the Chairman of the Management Board or his substitute, as well as the Head of the SD about the person who has arrived in accordance with the established procedure.

4.7.3 In exceptional cases, on the instructions of the Chairman of the Management Board or the person in charge of the Chairman of the Management Board, representatives of state bodies are allowed to enter the HO without issuing a one-time pass.

4.8 Admission of media representatives

Media representatives are allowed into the HO with the permission of the Chairman of the Management Board or his deputy, accompanied by an employee of the structural subdivision and with a one-time pass.

4.9 Restrictions on admission regime

4.9.1 All employees of the Company, representatives of contractors and third-party organisations, as well as visitors are prohibited to:

- transfer the access control to another person;
- make copies of all types of passes on their own;
- come to the HO and the adjacent territory with children;
- move inventory without a corresponding access control and documents.

4.9.2 If a HO employee arrives at his/her place of work without a access control, he/she is obliged to apply to the SD to receive a one-time pass, providing an explanatory note to the Chairman of the Management Board on this fact.

4.10 Intra-site regime

4.10.1 The intra-objective regime defines the procedure for maintenance of the protected facilities of the HO, conduct of the Company's employees, representatives of contractors and third-party organisations, as well as visitors on the HO territory in accordance with the Labour Regulations (P-6.4-UCHR-004), labour protection, industrial sanitation and fire safety requirements.

4.10.2 Movement of the Company's employees, representatives of contractors and third-party organisations, as well as visitors on the territory and in the building of the HO shall be carried out within the limits necessary for performance of their functional duties.

4.10.3 Entry to and exit from the HO building is strictly through the door of guard post No. 1 and the door located on the western side of the HO building (from the car park).

4.10.4. Entry to and exit from the HO building through guard post No. 4 is permitted only to trainees, for the period of training in the RTD HRD.

4.10.5 All persons arriving at the HO headquarters are obliged to access control through SAMC turnstiles using magnetic card passes.

4.10.6 When employees of the Company or visitors with large hand luggage enter and leave the

building of the HO, the security guard has the right to inspect this luggage in order to prevent carrying of prohibited items and substances, as well as to prevent possible theft of the property of JSC AlES. In case of an incident (refusal of the owner of the luggage to show its contents, detection of prohibited items, etc.), the guard shall immediately inform the employees of the SD.

4.10.7 After the end of the working day, security guards must switch off lights, electrical appliances, computers, close windows and doors of offices and provide the keys to the guard post No. 1, with a signature in the register (Appendix 10). In addition, office premises equipped with alarm systems shall be put under guard by employees of SD.

4.10.8 In case of industrial necessity for the Company's employees or representatives of contractors and third-party organisations to be at their workplaces in the HO after 19:00 h, as well as on weekends and public holidays, the heads of the concerned structural subdivisions shall send preliminary memos to the SD. Employees of the Company, representatives of contractors and third-party organisations may stay in the HO until 21:00 h.

In exceptional cases, if it is necessary for the above category of persons to be in the HO building after 21:00 h, the head of the concerned structural subdivision shall send a memo to the Chairman of the Management Board or his/her substitute to obtain permission.

4.10.9. Control over the implementation of the labour schedule, observance of shift schedules, rest and meal breaks in the subdivisions shall be carried out by the employees of the HRD and heads of structural subdivisions.

4.10.10. Entry and stay on the territory adjacent to the HO building of service and personal vehicles is regulated by the list approved by the Chairman of the Board and only in the presence of a access control. Issues related to the safety of personal motor vehicles shall be resolved in accordance with the procedure established by law. The Company shall not be liable for the safety of personal vehicles.

4.10.11. The speed of motor vehicles travelling on the territory of the Company shall not exceed 5 km/h, and the safety of the driver, access controlengers, pedestrians and the Company's property shall be ensured.

4.10.12. Doors of warehouses, storages and other premises shall be locked, sealed and blocked by fire alarm systems, if any, upon completion of work in them.

4.10.13. Photographing, video and audio recording in the HO, as well as bringing of the relevant equipment by any categories of persons shall be carried out only with the permission (approval) of the Chairman of the Management Board or his substitute. Exceptions are the Company's employees who, in accordance with the Order of the Chairman of the Management Board, need to take photos, video and audio recordings in order to fulfil their functional duties, while complying with the Information Security Policy..

4.10.14. Heads of structural subdivisions shall ensure safety of equipment, premises, communications, products and other inventory assigned to the subdivisions, excluding cases of their open storage and uncontrolled use.

4.10.15. In case of establishing the facts of violation of the intra-objective regime, the on-duty personnel of the security personnel of HO shall detain the violators, draw up an act (Appendix 11) on this fact and immediately inform the employees of the SD.

4.10.16. In case of establishing the facts of employees' presence on the territory of the HO with signs of alcoholic, narcotic or other intoxication, the security personnel on duty shall detain the violator, draw up a relevant act and immediately inform the employees of the SD, who:

- engage a medical employee of the Company or a medical employee of another medical institution, including from an ambulance station, to conduct an examination and draw up a written report;
- take explanations from the Company's employees and the violator in order to establish the circumstances and reasons for the detected violation.

4.11 Restrictions of the site security regime

Employees of the Company are strictly prohibited:

- bring weapons and ammunition of any type to the HO territory;
- bring, use and distribute narcotic and other psychotropic substances;
- distribute and consume alcoholic beverages
- appear on the territory of the HO while under the influence of alcohol, narcotic and other psychotropic substances;
- using personal PCs, laptops, tablets, cameras, video devices and modems at workplaces
- to engage in activities not stipulated by job descriptions or their personal affairs on the territory of the HO, as well as to stay on the territory of the HO during weekends, holidays, sick leave, etc.;
- leave personal vehicles in the car park adjacent to the HO building at night, weekends and public holidays, during holidays and business trips without the approval of the SD, in this case JSC AlES is not responsible for the safety of personal property of employees;
- smoke in the HO, except for strictly designated smoking areas.

4.12 Informing about the facts of violation of access and site security regime

4.12.1 The Company's employees shall report all facts of violation of the access and internal facility regime to the SD for subsequent reporting to the Chairman of the Management Board.

4.12.2 Explanatory letters, memos, acts and other materials related to violation of access and internal facility regime shall be addressed to the Chairman of the Management Board or the person substituting him/her.

5. Normative references

№	Name of document
1	Rules for execution of internal regulatory documents in the Samruk-Energy JSC Groups
2	P-6.4-CMR-004 Labour regulations
3	P-5.5.1-UCHR-011 Procedure for imposing disciplinary sanctions

6. Documents and records

No.	Name of document | records	Executor	Place to keep	Period of keep
1	Journal of issuing permanent passes to employees of JSC AlES (Appendix 6)	An employee of a security organization	SD	1 year
2	Journal of issuing/handing over one-time passes to employees of JSC AlES (Appendix 7)	An employee of a security organization	SD	1 year
3	Log of issue/delivery of one-time passes to visitors of JSC AlES (Appendix 8)	An employee of a security organization	SD	1 year
4	The journal of putting the offices of HO JSC AlES under protection (Appendix 10)	An employee of a security organization	SD	1 year

5	The act of detention of the violator of the regime (Appendix 11)	SD	SD, HRD	1 year
6	Log of actions with PD video archive materials (Appendix 12)	SD	SD	3 year
7	The log of registration of passes for the movement of inventory items (Appendix 13)	An employee of a security organization	SD	3 year